



# NOAA FISHERIES

## Pacific Islands Regional Office (PIRO)

Federal Programs Office - Grant Management Helpful Hints

## Application Checklist

This checklist is designed to help you submit a complete application for NOAA PIRO grant opportunities. This checklist is not an exhaustive list of requirements and the applicant should refer to the full funding opportunity and instructions in Grants.gov for additional details.

### ☐ Eligibility

All grant competitions have their own specific eligibility. Please refer to section III. A “Eligible Applicants” for the specific grant you wish to apply for. In addition to eligibility, please ensure that you or your organization have all required permits or authorizations to carry out the proposed activities, if applicable. Generally speaking, you are an eligible applicant for PIRO competitions if you meet one of the following conditions.

	BAA	SK	MET*	Turtle**	Monk Seal and Mammal	Monument
You are a citizen or national of the United States	✓	✓	✓	✓	✓	✓
You are a citizen of the Republic of the Marshall Islands, Republic of Palau, or the Federated States of Micronesia	✓	✓		✓		
You represent an entity that is a corporation, partnership, association, or other non-Federal entity, non-profit, university, or Indian tribe within the U.S. or U.S. Territories	✓	✓	✓	✓	✓	✓
International non-profit or entity/corporation outside of those listed above	✓			✓		

\*Eligible Applicants are limited to those within the Western Pacific Regional Fishery Management areas.

\*\* Internationally-based projects must demonstrate relevance or connectivity to the Pacific Island Region.

### ☐ Download the Application Package and Funding Instructions

1. Locate the Federal Funding Opportunity Number for the specific competition. This document contains the specific instructions for the competition. For FY15, PIRO has the following open competitions.
  - a) **Broad Area Announcement (BAA)**  
Funding Opportunity Number: NOAA-NFA-NFAPO-2014-2003949
  - b) **Saltonstall-Kennedy (SK)**  
Funding Opportunity Number: NOAA-NMFS-FHQ-2015-2004246
  - c) **Partnerships for the Hawaiian Monk Seal Recovery and Marine Mammal Response in the Pacific Islands Region**  
Funding Opportunity Number: NOAA-NMFS-PIRO-2015-2004251
  - d) **Marine Education and Training Mini-Grants Program**  
Funding Opportunity Number: NOAA-NMFS-PIRO-2015-2004258
  - e) **Marine National Monument Program**  
Funding Opportunity Number: NOAA-NMFS-PIRO-2015-2004252
  - f) **Pacific Islands Region Marine Turtle Management and Conservation Program**  
Funding Opportunity Number: NOAA-NMFS-PIRO-2015-2004257

2. Go to [www.Grants.gov](http://www.Grants.gov) and enter the FFO number in the search box at the upper right hand side.
  - a. Click on the applicable competition. The “**Synopsis Details**” tab will have a summary of the competition, including due dates, eligibility, and contact information.
  - b. Download and review the FFO under the “**Full Announcement**” tab.
  - c. Download and review the entire package under the “**Application Package**” tab.

## ☐ Obtain a DUNS number, SAM.gov, and Grants.gov Account

---

*NOTE: The required registration process can take 2 weeks! Don't wait till the deadline!*

---

### **Individual:**

An individual is an applicant who submits grant applications on their own behalf, not representing an organization, institution or government.

Individuals wishing to submit a grant application, using Grants.gov, are required to complete a one-time registration process. All applicants are required to obtain a Data Universal Number System (DUNS) number. Registration with the System for Award Management ([SAM.gov](http://SAM.gov), formerly CCR), is strongly encouraged. Individuals without a valid SAM.gov account will be unable to use the automatic payment disbursement system, [ASAP.gov](http://ASAP.gov). The instructions for obtaining a DUN and enrolling in SAM is described below.

### **Organization:**

#### **STEP 1:** Obtain a Data Universal Number System (DUNS) Number

This step can be done in one day. If your organization does not have a DUNS number, request one by phone or online.

Phone: 1-866-705-5711

Online: <http://fedgov.dnb.com/webform>.

#### **STEP 2:** Register with SAM (System for Award Management) [www.SAM.gov](http://www.SAM.gov)

This step can take three to five business days or up to two weeks. If you already have a TIN, your SAM registration will take 3-5 business days to process. If you are applying for an EIN please allow up to 2 weeks. If your application is selected for funding, your organizations SAM account must be active and valid. The SAM system replaces the former CCR system.

#### **STEP 3:** [Grants.gov](http://Grants.gov) Username & Password

This step can be done in one day. Complete your AOR (Authorized Organization Representative) profile on Grants.gov and create your username and password. You will need to use your organization's DUNS Number to complete this step.

#### **STEP 4:** AOR Authorization

This can be done in one day. The E-Business Point of Contact (E-Biz POC) at your organization must login to Grants.gov to confirm you as an Authorized Organization Representative (AOR). Please note that there can be more than one AOR for your organization. In some cases the E-Biz POC is also the AOR for an organization.

## ☐ Complete and submit the application package

The completed application generally includes the following forms and restrictions. Please review section IV “Application and Submission Information” within the FFO for complete instructions and required forms and restrictions. If your application is incomplete, or missing even one form, it can be denied and not reviewed. The instructions in the FFO supersedes any guidance in this document.

## Federal Forms

- ☐ SF-424 - Application for Federal Assistance ([form instructions](#))
- ☐ SF-424A - Budget Information - Non-construction Programs ([form instructions](#))
- ☐ SF-424B - Assurances - Non-Construction Programs ([form instructions](#))
- ☐ CD-511 - Certification Regarding Lobbying
- ☐ SF-LLL - Disclosure of Lobbying Activities (if applicable)

## Proposal and Attachments

- ☐ Title Page (limit 1 page)
- ☐ Project Summary or Abstract (limit 1-2 pages)
- ☐ Project Narrative (limit 10-25 pages, depending on competition)
- ☐ Budget Narrative (limit 2 pages, depending on competition)
- ☐ Other Attachments.
  - ☐ Documentation showing proof of non-profit status (if applicable)
  - ☐ Resumes or CV of key staff and personnel
  - ☐ Letters of endorsement, support, or collaboration
  - ☐ Permit or authorization information
  - ☐ NEPA questionnaire ([link to fillable form](#))
  - ☐ Other visuals, graphs, or maps necessary to the application

## ☐ Application Validation and Acceptance

When submitting a grant application package to [Grants.gov](#), you will receive a confirmation screen as well as up to four emails. It is vital that you ensure there is enough time to resubmit your application before the deadline if your application is rejected or not accepted by [Grants.gov](#).

### Submission Confirmation Screen and Email

After you submit your grant application package, a confirmation screen will appear on your computer screen that confirms you have submitted an application to Grants.gov. This confirmation email may take up to 2 business days to be received. This page and e-mail will include a tracking number, as well as a "Track My Application" link to use to see the progress of your submission. Write down your tracking number for future use. If you do not receive the confirmation screen or email, please call the Grants.gov help desk.

### Submission Validation (or Rejection with Errors)

The second email message will be a message **validating** or **rejecting with errors** your submitted application package. The Grants.gov system is designed to check for technical errors within the submitted application package. Grants.gov does not review application content for award determination. If your application is rejected, please fix the errors and resubmit. Grants.gov help desk can be reached at: 1-800-518-4726 for additional help to resubmit the application package.

### Submission Received by the Agency

The last email message will confirm that the package was received by NOAA. The package cannot be received by NOAA if it wasn't accepted and validated in the Grants.gov system.